Minutes of the <u>March 2, 2021</u> Information Technology meeting held in the Dodge County Administration Building, in Room# 1I & 1H First Floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 5:30 PM

Meeting called to order at 5:31 p.m. by Committee David Guckenberger

<u>Roll Call</u>:

Members Present: David Guckenberger *(in-person)*, Kevin Burnett *(in-person)*, Robert Boelk *(phone)*, Tim Kemmel *(in-person)*

Due to the declared emergency, it is possible that one or more committee members may appear telephonically.

Members Absent /Excused: Donna Maly

Also Present: Justin Reynolds – County IT Director *(in-person)*

<u>Previous Committee Meeting Minutes</u>: Motion by Kemmel, second by Burnett to approve the minutes of the **<u>February 2nd, 2020</u>** Committee meeting. All in favor, motion carried.

<u>Meeting Per Diem(s)</u>: None

<u>Information Technology Strategic Action Steps:</u>

Update: on IT Budget Report – Feb. 2021
Reynolds provided an executive one-page (Jan. to Feb. 2021) YTD available IT budget report. No action taken.

Review, Discuss, Take Action: IT 2020-to-2021 Carry-Forward
Reynolds shared the IT Department will not carry-forward 2020 funds, and instead will return the budget surplus to the general fund.

Review, Consider, Take Action: IT Jan. 2021 Project Portfolio Roadmap
Reynolds shared the IT Feb. 2021 Project Portfolio Roadmap for the IT Committee awareness and approval. No action taken.

Review, Consider, Take Action: IT Jan. 2021 Contracts and Agreements for Legal Review
Reynolds shared the IT Feb. 2021 Contracts and Agreements for Legal Review. No action taken.

<u>Information Technology Project Status Report:</u>

Update: on County Board Room
For the County Board Livestream, Reynolds shared Corporation Counsel is reviewing the recommended livestream solution legal terms and agreements, and reviewing the needs to potentially adjust County Board rules, defining official record, and recording procedures. The IT Committee inquired if the Board could target April 2021 for the first Livestream Board meeting. For the voting devices pilot, Reynolds shared the IT Department has narrowed down the type of device for paperless agenda, packets, and voting. The IT Committee discussed the voting remotely is becoming less of urgent matter, and the more urgent need is to replace the Board clickers (end-of-life 2022) with a tablet like devices for paperless agendas, packets, and in-person voting. The IT Committee discussed the need for a more defined paperless electronic device project scope, including: device, power, battery, docks, and accessories requirements. No action taken.

Update on Information Technology Project Status Report
Reynolds shared updated on the Network, Data Information Systems, Department, and AS400 Data Migration projects. No action taken.

<u>Information Technology Policies</u>

Discuss, Recommend, Take Action: IT Governance DRAFT (v1)
The IT Committee discussed the rough DRAFT of the IT Governance Policy. The IT Committee requested a list of the most current IT policies, and discussed their goal of increasing the development of IT Policies for their review and approval, such as IT Security and IT Compliance. No action taken.

<u>Department Continuous Improvement & Recognition:</u>

Review, Discuss, Update: IT Department Key Performance Indicator (KPIs) – Monthly Data Points Report
The IT Committee discuss the one-page DRAFT monthly key performance indicator (KPIs) recommendations from the IT Department. The IT Committee shared average open helpdesk age, specific training requests, and project KPIs would be helpful. Reynolds shared the IT Department will continue to develop the one-page KPI document for their future consideration and review. No action taken.

Update: Center for Internet Security MS-ISAC Nationwide Cybersecurity Review (NCSR)
Reynolds shared the IT Department is reviewing the 2021 NCSR, and will completed the NCSR for 2021 to help measure the County's current cybersecurity posture and policy needs. Reynolds shared the NCSR may also be helpful for future funding programs or grants.

Update: DHS Cyber IST Survey Results Summary
Reynolds shared an update regarding the draft DHS Cyber Resilience Review (CRR) and External Dependency Measurement (EDM) for the Election Security Grant. Reynolds shared DHS is finalizing the final reports and that the report shows some room for improvements with IT Security policies. Reynolds shared the recent cyber hygiene external report card executive summary. No action taken.

Public Comment: None

Future Agenda Items: Guckenberger requested a future agenda item regarding IT Training Requests & Opportunities

Next Meeting Date: Monday, April 12th 2021 at 5:00 p.m. – 1st Floor Multipurpose Room# 1H & 1I Auditorium

Adjournment: Motion by Boelk, second by Burnett to adjourn the meeting at 6:45 p.m. All in favor, motion carried.

_____   Apr. 12, 2020_____
David Guckenberger, Chair   Date

_____   Apr. 12, 2020_____
Tim Kemmel, Secretary   Date